

Role

Music Administrator (Local hire)



ST. JULIAN'S
SCHOOL FOUNDED IN 1932

An important step
in your career...

Core purpose

St. Julian's School is looking for an experienced Professional to join our team as a Alumni Relations Assistant

St. Julian's School,
Quinta Nova
2775-588 Carcavelos,
Portugal

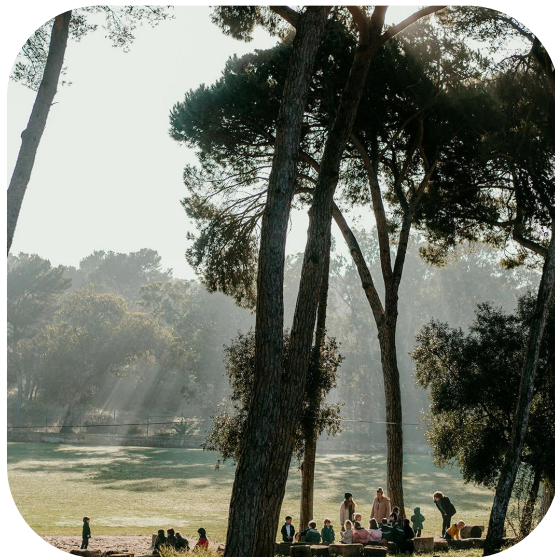
www.stjulians.com

Responsible for
Music Administrator

Position Type
Part-time

The closing date for
applications is on
12 June 2025.





Introduction

Founded in 1932, St. Julian's is a highly successful British international school for children aged 3 to 18. It is a unique and special place in character, history and location. Known for academic excellence, there are 1,250 students from more than 60 nationalities across four school sections: Pre-Prep (ages 3 to 5), Prep (5 to 11), Secondary (11 to 18) and Bilingual (6 to 15).

The children have lessons from specialist teachers for music, PE, computing, outdoor education and Portuguese. Across the Pre-Prep and Prep Schools, there are also teachers for Learning Support, EAL and a full-time Psychologist. The Primary Leadership Team consists of the Head, the two Deputy Heads, Heads of Pre-Prep and Prep and the Bilingual Section Principal.

Complementing academics, the school focuses on personal skills development through our 6Cs: compassion, curiosity, communication, courage, collaboration and citizenship.

For the third year running, St. Julian's has been recognised as one of the [top 10 private schools in Europe](#) by Spear's and in the [top 15](#) published by Carfax Education.

We follow the National Curriculum for England leading to IGCSEs and the IB Diploma and Career-related Programme. We are accredited by [CIS](#), [COBIS](#) and [HMC](#).

Key responsibilities

The Music Administrator will support the Director of Music in the management of the instrumental of the instrumental Tuition Programme and the Visiting Music Teachers (VMTs).

- Day-to-day organisation and management of VMTs.
- Payment process for VMTs.
- Recruitment, on/off-boarding, following safer recruitment and processes.
- Handling applications for music lessons: working with the Director of Music to allocate pupils to VMTs and timetabling initial lessons.

Communication and liaison

- Acting as the first point of contact for all Music Department enquiries.
- Communicating with parents (for example, reports, absences).
- Providing secretarial support to the Director of Music (minutes, correspondence etc).
- Maintaining positive relationships with students, staff, parents, and external stakeholders and always upholding safeguarding policies.





Financial and resource management

- Overseeing the department budget and managing music lesson finances (with the Director of Music and Finance Manager).
- Assisting with orders of resources and music.
- Keeping an inventory of musical instruments, managing hired instruments and repairs.

Events and Graded Examinations

- Providing project management for internal and external events and concerts (with the Director of Music and Head of Operations & Events).
- Attending major school concerts/productions (front of house, tickets as needed).
- Managing Trinity and ABRSM graded examinations (coordination, scheduling, reports, data analysis).

General administrative and departmental support

- Providing general administrative support for the smooth running of the Music Department.
- Preparing and photocopying music.
- When necessary, providing support across the school as directed by the Bursar.

What we offer

The Music Administrator will be offered as a part-time position in a professionally stimulating and collaborative working environment which offers

St. Julian's offers a supportive and stimulating work environment, along with a competitive salary and benefits package, including:

- One-year contract (renewable by mutual agreement).
- Comprehensive medical and life insurance.
- Lunch allowance.
- Professional development opportunities and access to high-quality training.

How to apply

Please address your application to the Head, Paul Morgan, and include your CV along with the contact details for two referees. Send your application to head@stjulians.com.

The closing date for applications is 12 June 2025.

St. Julian's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and criminal record screening including overseas (where appropriate).

St. Julian's School is also committed to a culture of diversity, equity and inclusion. Diversity is a core value at St. Julian's. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students and staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design and deliver solutions.

